

**NORTH CAROLINA
HEALTH AND WELLNESS TRUST FUND COMMISSION**

POLICIES

I. Governance

- A. North Carolina General Statutes Chapter 147, Article 6.C (“Enabling Statute”) as may be amended from time to time governs the establishment, membership, purpose, powers, duties, and reporting requirements of the North Carolina Health and Wellness Trust Fund Commission.
- B. North Carolina Administrative Code, Title 20, Chapter 10 (“Administrative Code”) as may be amended from time to time governs the administration of the North Carolina Health and Wellness Trust Fund Commission’s grant programs. In any instance where the language contained in the Administrative Code conflicts with language contained in the Enabling Statute, the language of the Enabling Statute shall control.
- C. North Carolina Health and Wellness Trust Fund Commission Policies (“Policies”) as formally adopted by the duly appointed Commissioners of the North Carolina Health and Wellness Trust Fund Commission govern all activities not governed by the Enabling Statute and the Administrative Code. In any instance where the language contained in the Policies conflicts with language contained in the Enabling Statute or the Administrative Code, the language of the Enabling Statute and Administrative Code shall control respectively.

II. Committees and Task Forces

- A. Committees and task forces may be created by the chair to study health issues, issue Requests for Grant Proposals and make funding recommendations to the full Commission.
- B. The chair shall appoint all committees and task forces and the committee and task force chair, and shall assign duties to the committees and task forces.
- C. Unless otherwise agreed upon by majority vote of members present at a meeting, all recommendations for Commission action shall come from the committee and task force assigned to consider the topic at issue.
- D. Standing committees and task forces shall include the Operations and Administration Committee, the Tobacco-Free Task Force, and the Research, Education and Prevention Task Force, all of which shall make recommendations to the full Commission.

III. Meetings

- A. All meetings of the full Commission and all meetings of appointed committees and task forces shall be publicly noticed and shall be open to the public pursuant to the Open Meetings Law, N.C. Gen. Stat. 143-318.9 et seq. Closed sessions of open meetings shall be closed pursuant to the same law.
- B. The chair shall set the meeting agenda and approve all agenda items prior to the meeting.
- C. All meetings shall be conducted pursuant to Robert's Rules of Order. The Commission may suspend or modify Roberts Rules of Order upon majority vote of Commission members present at any meeting.
- D. Meetings may be conducted as telephone conference calls or as video conference calls. Members physically absent from a meeting may participate by telephone or videoconferencing.
- E. The Commission must meet at least twice a year. Special meetings may be called by the chair or a majority of the voting members of the Commission.
- F. Minutes shall be kept of all Commission meetings and of all committee and task force meetings.

IV. Administration

- A. The Commission shall exercise its powers independently, but for administrative purposes shall be located within the Office of the State Treasurer.
- B. All administrative expenses of the Commission shall be paid from the Health and Wellness Trust Fund which is established in the Office of the State Treasurer.
- C. All purchasing will be done consistent with State Purchase and Contract or N. C. Office of Information Technology Services rules and statutes.
 - 1. The executive director is authorized to spend up to and including \$10,000 without vote of the Operations and Administration Committee.
 - 2. Any money spent under the authorization threshold shall be reported to the Operations and Administration Committee.
- D. The Commission shall follow the General Schedule for State Agency Records issued by the North Carolina Department of Cultural Resources. Consistent with that

Schedule, records with short-term value shall be disposed of when their reference value ends.

- E. To the extent not specifically addressed in these policies, the Commission will follow the policies and procedures of the N.C. Department of the State Treasurer.

V. Staff

- A. The Commission shall hire an executive director and whatever staff person(s) the executive director shall justify to the Commission.
- B. Commission staff shall be state employees that receive the customary State benefits and N.C. General Statute, Chapter 126 Article 1 (126-5 (c1)(19) designates Commission staff as state employees exempt from all sections of the State Personnel Act except as the provisions of Section 6 (discrimination) and Section 7 (privacy) of this same chapter.

The salary and the budget category for Commission employees other than the executive director shall be approved by the Commission chair and the Operations and Administration Committee chair. Salaries shall fall within the ranges approved by the Commission for each position. Commission employees shall receive annual salary increases as authorized by the General Assembly even in cases where the result exceeds an established range for that position. Salary and benefits will be charged to a programmatic budget only in cases where the position is exclusively assigned:

1. to function within a contracted organization providing technical assistance services in support of a particular initiative, or
2. to support a particular initiative from within the Commission staff organization and the position is designated as *time-limited* by the Office of State Personnel.

Salaries of all other employees shall be charged to the operating and administrative budget. The Commission may from time to time use personal services contracts to hire temporary staff members as well as subject-matter experts required for designing programs, developing requests for grant proposals and evaluating grant applications.

C. Leave Policies

1. Vacation Leave. The vacation leave policy is found in Section (5) of the State Personnel Manual. Leave may be accumulated without any applicable maximum until December 31st of each year. Any accumulated leave in excess of 240 hours (30 days) is transferred to the employee's sick leave.

2. Other Types of Leave. State policy authorizes several types of leave listed below. Commission policy does not differ from State policy on the following categories of leave, as found in Section (5) of the State Personnel Manual.
 - a. Sick Leave
 - b. Leave without Pay
 - c. Military Leave
 - d. Civil Leave
 - e. Family Medical Leave
 - f. Community Service Leave
 - g. Voluntary Shared Leave
 - h. Compensatory Leave
 - i. Holiday
3. Scheduling Leave. While formal leave request forms are not required, each staff member must clear requests for leave with the executive director in order that work schedules will not be unduly disrupted. The executive director shall clear his or her leave with the Commission chair or with the Operations and Administration Committee chair. Prior to taking leave, the employee should leave a telephone number with the executive director or the Commission chair so that he or she can be reached in an emergency.
4. Leave Records. At the end of each month, each permanent State employee will complete a Monthly Leave Memo (form attached) reflecting the hours worked and the hours taken for sick and vacation leave, as well as compensatory time earned and taken. The employee shall sign the memo and give it to the executive director who shall verify the accuracy of the report, sign it where indicated and submit a copy to the human resources director of the Department of the State Treasurer no later than the 5th of the subsequent month. The human resources director for the Department of the State Treasurer or his or her designee shall sign the leave memo of the executive director, with consultation of the Commission chair, if necessary. The Department of the State Treasurer shall maintain the leave records of the Commission staff.

D. Travel

1. The Commission hereby adopts by reference that section of the State Budget Manual, which deals with travel policies and regulation.
2. These policies shall apply to both Commission members and staff.

- E. Teleworking. Commission employees are authorized to participate in a teleworking program whereby they work at alternate work locations for part or all of the workweek in order to promote general work efficiencies and to ensure competitive advantages with other employers. Such work shall be performed in accordance with a telework policy (Appendix B) and a standard employer/employee Teleworking Agreement (Appendix C) established by the Operations and Administration Committee. Teleworking is a privilege extended to Commission employees and the decision whether to allow an individual employee to telework is wholly within the Executive Director's discretion.
- F. Designation of Employee's home as Duty Station. Due to the geographic dispersion of organizations that participate in Commission initiatives/programs, management efficiency dictates that some Commission employees not have the central office assigned as their official duty station. In those instances where a Commission employee is not assigned to the central office, the employee's home may be assigned as the duty station with the approval of the Operations and Administration Committee. Such approval will be forwarded to the Department of State Treasurer for inclusion in the annual approval of employee's homes as duty stations by the Office of State Budget Management.
- G. Conflict of Interest Policy. Commission employees are required to adhere to the Commission's Conflict of Interest Policy as established in Appendix D to this document. Each employee shall complete Appendix E at the time of initial employment, by January 15th of each calendar year, and at such time as a new conflict of interest arises.

VI. Disbursement of Grant Monies

A. Grant Agreements

1. Grant agreements shall be for one year, but if consistent with the Commission vote that awarded the grant, grant agreements may be renewed for a subsequent year provided the grantee has complied with all material terms of the grant agreement, including performing the scope of work detailed in the grant agreement.
2. The Commission chair shall sign all grant agreements.

B. Indirect Costs in Grants

1. Indirect costs are costs that are not directly necessary to perform the work required under a grant project.
2. If a grantee can clearly justify its need for indirect costs, the Commission may allow those costs in the grant agreement; however, the Commission's ceiling on payment of indirect costs in any grant agreement shall be ten percent (10%) of the total grant award.
3. Justification by grantees for payment of indirect costs shall be reviewed on a case-by-case basis and approved specifically by Commission vote as part of the grant award.

C. Second Party Expenditures

1. Travel and Subsistence Rates. Grantees may include line items for travel and subsistence in their proposed budgets. All such expenses must be reimbursed under the prevailing State rates and policies for State employees. State travel and subsistence rates are listed in Appendix A to this document and shall be periodically updated by Commission staff to remain current. This policy may be waived or modified only by vote of the Commission.
2. Payments for Consulting, Training or Personal Services Contracts. Fees paid for consulting, training or other personal services by either the Commission's grant recipients or by State or local governmental agencies performing work for the Commission must conform to the applicable State or agency fee guidelines in paying for those services. Professional fees not included in State or agency guidelines shall be established by the Commission. Such fees are listed in Appendix A to this document and shall be periodically updated by Commission staff to remain current. This policy may be waived or modified only by vote of the Commission.

D. Mid-term Suspension of Grant Payments, Leading to Possible Termination

1. If the Commission staff determines from progress reports required of a grantee and/or from ongoing evaluations provided by the Commission's technical assistance contractor, that a grantee has failed to implement the terms of the grant agreement, the Commission staff must first notify the grantee that

continued funding is jeopardized absent immediate effective remedial measures, and also must concurrently engage the Commission's technical assistance contractor to assist the grantee with such remedial measures.

2. Following a reasonable trial period, if Commission staff concludes that remedial measures have proved ineffective, the staff may suspend funding, and may further recommend to the Commission that the grant be terminated. Final termination of any grants must be approved by the Commission.

E. Accumulated Unspent Grant Funds

1. At no time may a grantee have on-hand an unspent balance that exceeds the initial payment authorized by the grant agreement between the grantee and the Commission. Commission staff may withhold or reduce monthly payments to a grantee until an on-hand unspent balance is reduced to the established limit or depleted.
2. At the end of each program year, the Commission staff shall review monthly expenditure reports to determine if a grantee has any unspent balance. In cases where a grantee has an unspent balance, the Commission staff shall review that grantee's progress reports and work with the grantee to determine which of the following options is warranted and implement it:
 - a. Grant Expansion. If the grantee is deemed to be performing satisfactorily, and can demonstrate that grant performance will be further enhanced by using the unspent balance to expand authorized funding categories, staff may allow the grantee to carry forward the unspent balance into subsequent grant agreement terms, and amend the approved budget for subsequent grant agreement terms to permit the unspent balance to be used, going forward, in those authorized categories.
 - b. Grant Extension. If the grantee is deemed to be performing satisfactorily, the grantee may elect to expend the unspent balance through an extension of the grant term, and the staff may so authorize. In such a case, current and subsequent grant agreements must be amended to extend the term of the grant.

APPENDIX A

Travel Rates

Travel reimbursement and policies must be consistent with Section 5 of the State Budget Manual. The business standard mileage rate set by the IRS (\$0.55 per mile effective January 1, 2009) will be paid. If a state employee chooses to use a personal vehicle when a state-owned vehicle is available, all departments and agencies will reimburse the employee at the motor fleet rate for mileage (\$0.33 per mile).

Subsistence Rates

Subsistence reimbursement and policies must be consistent with Section 5 of the State Budget Manual. The maximum allowable daily rate for meals and lodging is \$97.75 for in-state travel and \$111.75 for out-of-state travel. The payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging is allowed in addition to the lodging rate and is to be paid as a lodging expense. This total is broken down thusly: (Updated 07/01/09)

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$ 7.75	\$ 7.75
Lunch	\$ 10.10	\$ 10.10
Dinner	\$ 17.30	\$ 19.65
Lodging	<u>\$ 65.90</u> (actual, up to)	<u>\$ 78.05</u> (actual, up to)
Total	\$101.05	\$115.55

Fees for Consulting, Training or Other Services

Fees for consulting, training or other services must be consistent with State or agency policies. Payment for preparation time from Commission granted funds shall only be allowed with express permission of the Commission or the Commission staff.

Current fees for services include:

Pharmacists	maximum of \$75.00 per hour (No more than \$600 per day)
Physicians, dentists and psychiatrists	maximum of \$100.00 per hour (No more than \$800 per day)
Trainers, consultants other service providers	maximum of \$50.00 per hour (No more than \$400 per day)

APPENDIX B – TELEWORK POLICY

Purpose

The NC Health and Wellness Trust Fund Commission (HWTFC) endorses an internal telework program and recognizes the benefits to be derived from a more versatile workplace. Telework can lead to an increase in productivity, improve morale of employees, boost efficiency in the use of workspace, reduce operating costs and increase HWTFC's competitive advantage with other employers.

Policy Statement

HWTFC policy provides for a flexible work option called teleworking, in which the Executive Director directs or permits employees to perform their job duties away from the central office in accordance with their same performance expectations and other approved or agreed-upon terms. Additionally, HWTFC policy allows the designation of an employee's home as their duty station and at such time as the employee is not in a travel status they will be considered to be teleworkers. Teleworking does not include work performed at a temporary work-site for limited duration. The agency will provide equal opportunity for teleworking to all eligible employees regardless of race, color, sex, age, disability, religion, national origin or political affiliation.

Definitions

Alternate Work Location: A work-site based in employees' homes where official State business is performed.

Central Office: An employee's assigned place of work or duty station owned or operated by the State.

Designation of an employee's home as their duty station: Primary work or duty station for field-based employees as authorized by the HWTFC Operations and Administration Committee.

Telework/Teleworking: A mutually agreed-upon work option between HWTFC and the employee where the employee works at home on a regular or intermittent basis on specified days and/or hours, and at the central office for the remainder of the time, if applicable. HWTFC employees that have their home designated as their duty station are considered to be teleworkers during those work hours that they are not in a travel status.

Teleworker: An employee engaged in teleworking.

Telework Application: An application completed by the employee and submitted through management channels.

Telework Safety Inspection Checklist: A guide used in assessing the suitability and safety of a proposed home office and submitted to the employee's supervisor with the Telework Application.

General Requirements

1. The HWTFC Executive Director must consider both the employee and the position held by the employee before endorsing a request to telework. Employees selected should have excellent work habits, a past record of superior performance, and sufficient job experience based on a minimum of six months of employment with HWTFC. In addition,

the jobs occupied by prospective teleworkers should be positions where work away from the central office will not pose problems for the participant organizations and contractors in HWTFC's initiatives/programs or for the co-workers of the prospective teleworker.

2. The Telework Application must be arranged so that there is no appreciable difference in the level of service provided or obstacles presented to participant organizations and contractors in the Commission's initiatives/programs.
3. The location of work must not significantly alter the teleworker's job content or the job content of co-workers.
4. The direct cost to set-up or support the teleworker should be minimal and such costs pre-approved by the Executive Director.
5. The teleworker's home office equipment and software must meet HWTFC standards.
6. Employees shall sign and abide by the Telework Application between the teleworker and HWTFC. The Telework Application will be reviewed by the Executive Director and teleworker at least annually and revised as necessary.
7. The teleworker's conditions of employment shall remain the same as for non-telework employees. Employee salary, benefits and employer-sponsored insurance coverage shall not change as a result of telework.
8. HWTFC policies, rules and practices shall apply at the telework site, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, information resource management and security, purchasing of property and services, and safety. Failure to follow policy, rules and procedures may result in termination of the telework arrangement and/or disciplinary action.
9. Teleworkers who have not had their home designated as their duty station will not be paid for time or travel between the telework site and the central office.
10. Home utility costs associated with working at home are not paid by HWTFC. Potential savings to the employee resulting from reduced commuting, meals, clothing, etc. may offset any incidental increase in utility expenses.
11. Additional phone or internet access costs will not be paid by HWTFC with an exception granted for employees who have their home designated as their duty station. These employees may be reimbursed one-half of their monthly internet access fees upon submission of a request for reimbursement.

Work Schedule and Accessibility

1. Teleworking On A Regular Basis: A consistent schedule of telework work days and hours is desirable to ensure regular and predictable contact with HWTFC staff and others. The work hours will be specified in the Telework Application.
Teleworking On An Intermittent Basis: An employee can receive prior approval from the Executive Director to telework from home on an intermittent basis for the mutual benefit of HWTFC and the employee for a defined work product. The employee must have a valid Telework Application on-file in order to telework on this basis.

2. The teleworker must get their supervisor's advance written approval for working any compensatory time.
3. The telework schedule needs to allow adequate time at the central office for meetings, access to facilities, supplies, and communication with other employees, contractors, vendors and/or grantees. Telework must not adversely affect service delivery, employee productivity, or the progress of an individual or team assignment.
4. The teleworker will attend job-related meetings, training sessions, "short notice" meetings and conferences as requested by the supervisor.
5. While teleworking, the teleworker must be available via telephone or e-mail during agreed-upon work hours or specific core hours of accessibility. The supervisor and employee will agree on how to handle telephone messages, including the feasibility of call forwarding, frequency of checking telephone messages, and the need for having a voice messaging or other answering service.
6. The HWTFC Administrative Officer and teleworkers will determine the most efficient and effective way of handling long distance calls (state issued calling card, agency reimbursement or state issued cell phone).

Dependent Care

Teleworkers will not act as primary caregivers for dependents during the agreed-upon work hours. This does not mean dependents will be absent from the home during the telework hours, it means that they will not require the teleworker's attention during work hours. Teleworkers must make dependent care arrangements to permit concentration on work assignments.

Performance Evaluations

The method(s) for monitoring and evaluating work performance on those days that the employee is teleworking should be summarized in the Telework Application.

Department Files and Materials

1. Products, documents, and records used and/or developed while teleworking shall remain the property of HWTFC and are subject to HWTFC policies regarding confidentiality and records retention requirements.
2. Restricted access materials shall not be taken out of the central office or accessed through the computer unless approved in advance by the Executive Director.
3. For telework jobs that have security and/or confidentiality requirements, procedures must be established to guarantee protection of confidential information. Procedures may include a locked or secure workplace, computer access passwords, or restricted use of files at the telework site. If security and/or confidentiality issues exist, they need to be addressed in the Telework Application.
4. Any computer containing confidential information or used to access confidential information over the network or mainframe must be protected by a firewall.

Telework Site

1. Work performed at home must be organized in a manner that other family members will not have access to the agency's files and that agency information cannot be accidentally damaged.
2. The teleworker will maintain a designated workspace that is clean, safe and free from distractions. HWTFC will not incur any expenses for this purpose.
3. The work area, in addition to all accompanying office equipment (i.e., desk, chair, lighting, and computer placement), must meet minimum ergonomic requirements.
4. In case of a job-related accident or incident that occurs during telework hours, the teleworker needs to immediately report the event to his/her supervisor and the agency worker's compensation administrator. The agency does not assume responsibility for injury to any person(s) other than the teleworker at the telework site.
5. In the event of theft, loss, injury or tort liability, the teleworker must allow agents of HWTFC to investigate and/or inspect location of the telework site. A mutually agreed upon time will be established between both parties before the inspection.

Office Supplies and Equipment

1. HWTFC may provide standard office supplies (i.e., pens, paper, pencils, envelopes, etc.) associated with the work functions of the teleworker's position.
2. Office furniture to be used at a telework site will be furnished by the teleworker.
3. HWTFC may provide the following equipment items at the telework site for employees who have their home designated as their duty station: computer, printer, and surge protection equipment.

Technology

1. Teleworkers must have working phone (land-line or cellular) and internet service in their duty stations / homes.
2. Teleworkers will be responsible for coordinating with the appropriate Information Technology Systems personnel for the installation of hardware and software.
3. Employees who telework from home agree to comply with all agency internal security regulations pertaining to internet use, e-mail functions, and telephone use as well as Statewide Information Technology Policies applicable to remote access to state information technology systems.
4. All property or inventory control procedures apply to equipment used for telework purposes.

Appeals

The decision whether to allow a position or an employee to telework is wholly within management's discretion and may not be grieved.

APPENDIX C – TELEWORK APPLICATION

Health and Wellness Trust Fund Commission
TELEWORK PROGRAM APPLICATION

The purpose of this form is to determine eligibility for the Health and Wellness Trust Fund Commission (HWTFC) Telework Program. The form is designed to be a discussion tool for employee and supervisor to determine the feasibility of telecommuting from home.

SECTION I EMPLOYEE

Name: _____

Job Title: _____

Work Phone: _____

Work Address: _____

Supervisor's Name: _____

REMOTE WORK LOCATION

Street Address: _____

Phone # of Remote

Location: _____

Description of workspace at remote location:

TELECOMMUTING SCHEDULE

The employee will telecommute _____ days per week according to the following work schedule:

DAY	HOURS AT CENTRAL WORKPLACE (specify AM or PM)	HOURS AT REMOTE SITE (specify AM or PM)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Why have you proposed these days and hours?

Commute distance from home to regular work location(in one-way miles): _____

Briefly discuss the typical job duties or assignments to be performed at the remote location:

How will these tasks be accomplished while telecommuting?

When telecommuting:

Will you have a separate space available to work? Yes No
Are there any distractions/obligations that will make working at home difficult

or impossible? Yes No

If yes, please describe: _____

WORK CHARACTERISTICS IN CURRENT POSITION

Please rate the following according to your job requirements and characteristics.

	HIGH	MED	LOW
▪ Amount of face to face contact required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to organize/schedule meetings for predetermined time periods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Degree of telephone communication required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Performing work functions independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to control and schedule work flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Dependence upon support staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE CHARACTERISTICS

Rate the following according to your own characteristics as a telecommuter employee .

	HIGH	MED	LOW
▪ Reliability concerning work hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Computer literacy level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Desire/need to be around people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Performing work functions independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Quality organizational/planning skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What kind of work would you expect to do while telecommuting?

- | | | |
|--------------------------------------------------|---------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Writing/Keying | <input type="checkbox"/> Data Management | <input type="checkbox"/> Field Visits |
| <input type="checkbox"/> Word Processing | <input type="checkbox"/> Sending/receiving email | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Planning | <input type="checkbox"/> Research |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Talking on the telephone | |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Computer Programming | |
| <input type="checkbox"/> Other (please specify): | | |

SAFETY INSPECTION CHECKLIST-HOME ENVIRONMENT

During an inspection of the proposed telework location, check the appropriate answer as it applies to each question.

BASIC FIRE SAFETY	YES	NO
• Are smoke detectors operational and checked regularly?	<input type="checkbox"/>	<input type="checkbox"/>
• Are emergency telephone numbers located in a convenient location?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a home Fire Emergency Evacuation Plan?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a fire extinguisher available?	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL OFFICE SAFETY	YES	NO
• Are all work areas orderly and adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
• Are all equipment and supplies in their proper places to avoid accidents?	<input type="checkbox"/>	<input type="checkbox"/>
• Are walkways, exits, and stairs free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
ERGONOMICS	YES	NO
• Do you properly adjust your workstation or work area for optimal body support (monitor, document holder, telephone, printer, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you realize the importance of avoiding prolonged and repetitive activities at your workstation?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you aware of the signs and symptoms of Musculoskeletal Disorders(MSD)?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you realize the importance of reporting the signs or symptom of an injury as soon as they start to develop?	<input type="checkbox"/>	<input type="checkbox"/>
TRIPPING/FALLING	YES	NO
• Are floor surfaces secure and free of hazards?	<input type="checkbox"/>	<input type="checkbox"/>
• Are carpeted areas secured to floor and free of worn seams?	<input type="checkbox"/>	<input type="checkbox"/>
• Is a step stool available to minimize the temptation to use chairs for reaching high objects?	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL	YES	NO

- Is all electrical equipment in proper working order?
- Is electrical equipment free of frayed or damaged cords?
- Are cords located to prevent tripping?
- Are sufficient number of electrical outlets available?
- Is all office equipment protected by approved surge protection devices that include telephone line protection?

I understand that this telecommuting agreement is not an employment contract and may not be construed as such. I certify that I have read, understood, and agree to comply with the terms of the HWTFC Telework Policy and the specific terms of this agreement. I have given complete and accurate information to the best of my knowledge. I understand that a denial of a request to telework may not be grieved.

Telecommuter's Signature: _____

Date: _____

After completing the safety assessment, please give this form to your supervisor and forward a copy to the Administrative Officer. Arrangements will be made to discuss your request for telecommuting by your supervisor after he/she completes section II of the Telework Program Application.

SECTION II SUPERVISOR

WORK CHARACTERISTICS

Do you agree with your employee's assessment regarding his/her "work characteristics?"

Yes No

If you feel any of these characteristics are likely to make telecommuting unsuccessful for this employee, please indicate your reasons:

WORK ASSIGNMENTS

The following are typical assignments to be worked on or duties to be performed by the employee at home with expected delivery dates where applicable.

EVALUATION CRITERIA

This work will be evaluated in the following ways:

RECOMMENDATION: YES NO

Additional issues agreed upon by the telecommuter and the supervisor:

Supervisor's Signature:

Date:

APPROVAL

YES NO

Executive Director Date

APPENDIX D – CONFLICT OF INTEREST POLICY

Conflict of Interest Defined:

A conflict of interest is defined as an actual or perceived interest by a (staff member/Commissioner) in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. A conflict of interest occurs when an employee/Commissioner has a direct or fiduciary interest in another relationship. A conflict of interest could include:

- Ownership with a member of the Commission or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Employment of or by a member of the Commission or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Contractual relationship with a member of the Commission or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Creditor or debtor to a member of the Commission or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Consultative or consumer relationship with a member of the Commission or an employee where one or the other has supervisory authority over the other or with a client who receives services.

The definition of conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a member of the organization or group. An example, for instance, might involve a person who is an employee and a Commissioner, or a person who is an employee and who hires family members as consultants.

Employee Responsibilities:

It is in the interest of the NC Health and Wellness Trust Fund Commission (HWTFC), individual staff, and Commissioners to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest. Employees are to avoid any conflict of interest, even the appearance of a conflict of interest. HWTFC serves the community as a whole rather than only serving a special interest group. The appearance of a conflict of interest can cause embarrassment to HWTFC and jeopardize the credibility of the organization. Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to your supervisor immediately. Employees are to maintain independence and objectivity with clients, the community, and organization. Employees are called to maintain a sense of fairness, civility, ethics and personal integrity even though law, regulation, or custom does not require them.

Acceptance of Gifts:

Employees, members of employee's immediate family, and members of the Commission are prohibited from accepting gifts, money or gratuities from the following:

- a. Persons receiving benefits or services from the organization;
- b. Any person or organization performing or seeking to perform services under contract with the organization; and
- c. Persons who are otherwise in a position to benefit from the actions of any employee of the organization.

Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If the employee is acting in any official capacity, honoraria received by an employee in connection with activities relating to employment with the organization are to be paid to the organization.

APPENDIX E – CONFLICT OF INTEREST STATEMENT

**Annual Conflict of Interest Statement
for NC Health and Wellness Trust Fund Commission Staff**

The undersigned person acknowledges receipt of a copy of the NC Health and Wellness Trust Fund Commission’s (HWTFC) “Conflict of Interest Policies and Procedures”. By my signature affixed below, I acknowledge that I have read and understand this policy. I agree to report to HWTFC’s Executive Director any possible conflicts (other than those stated below) as they develop.

_____ I am not aware of any conflict of interest relating to my employment with the NC Health and Wellness Trust Fund Commission.

_____ I have a conflict of interest in the following area(s):
[list any potential conflicts of interest below]

HWTFC Employee Signature

Date

Reviewed by:

HWTFC Executive Director Signature

Date